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Justice Bulletin

Montana Board of Crime Control

[Website mbcc.state.mt.us](http://mbcc.state.mt.us)

*A Publication of the Montana Board of Crime Control 3075 North Montana, PO Box 201408 Helena, MT 59620-1408
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Request for Proposals (RFP)

06-02 (R) Residential Substance Abuse Treatment for State Prisoners Program (RSAT)

Proposal Deadline: October 3, 2005

Applications must be postmarked, or received by the MBCC no later than **October 3, 2005 at 5 p.m.**

Project Dates: July 1, 2006 to June 30, 2007

I. Introduction

The Montana Board of Crime Control is soliciting proposals for funding to assist state and units of local government in developing and implementing substance abuse treatment programs in state and local correctional and detention/jail facilities. Approximately \$191,072.00 will be available.

The Prevention/Treatment Committee of the Montana Board of Crime Control has set priorities for funding. The following target population will have priority for funding: 1st priority - applications targeting women population, 2nd priority - applications targeting juvenile population, and 3rd priority - applications targeting male population.

At least 10 percent of the total state allocation funds will be made available to local correctional and detention facilities for either residential substance abuse treatment program or jail-based substance abuse treatment programs as defined below. In addition to residential substance abuse treatment program or jail-based substance abuse treatment program, no more than 10 percent of the total award may be used for the purpose of providing treatment to offenders after released from a state facility.

Projects will be awarded for a 12-month period beginning July 1, 2006 with a 25 percent matching fund requirement (see Match section V for details).

(Note: Because federal funds are not always available immediately following the award date programs should prepare for this contingency.)

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II. Purpose of Grant

The Residential Substance Abuse Treatment for State Prisoners (RSAT) Program assists states, units of local government, and units of tribal government, in developing and implementing substance abuse treatment programs in state and local correctional and detention/jail facilities. The goal of the RSAT program is to break the cycle of drugs and violence by reducing the demand for, use, and trafficking of illegal drugs.

The objectives of the RSAT Program are to:

1. Enhance the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates.
2. Prepare offenders for reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs
3. Assist both the offenders and their communities through reentry process through the delivery of both community-based treatment and other broad-based aftercare services.

Allowable Service Program areas:

The grant funds may be used for the following service program areas as defined below:

1. Residential Substance Abuse Treatment
2. Jail-Based Treatment Programs
3. Aftercare
4. Treatment After Release

Residential Substance Abuse Treatment minimum requirements:

Residential Substance abuse treatment programs provide individual and group treatment activities for offenders in residential facilities that are operated by state and local correctional agencies. These programs must:

- Last at least 6 and no more than 12 months.
- Be provided in a residential treatment facilities set apart from general correctional population. “Set apart” means a completely separate facility or a dedicated housing unit within a facility exclusively for use by program participants
- Focus on the substance abuse problems of the inmate.
- Develop inmate’s cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Begin or continue requiring urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants and former

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participants while they remain in the custody of the state or local government.

Preferably, participation in the residential program should be limited to inmates who have 6 to 12 months remaining in their term of confinement so that they can be released from prison instead of returning to the general prison population after completing the treatment program.

Jail-Based Treatment Program minimum requirements:

Jail-based substance abuse programs provide individual and group treatment activities for offenders in jails and local correctional facilities. These programs must:

- Last at least 3 months.
- Make every effort to separate the treatment population from the general correctional population.
- Focus on the substance abuse problems of the inmate.
- Develop inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Be effective and based on science.

Aftercare

Aftercare services must involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs that may aid in rehabilitation.

A state may use amounts received for aftercare if the chief executive officer of the state certifies that the state is providing, and will continue to provide, an adequate level of residential treatment services. To qualify as an aftercare program, the head of the substance abuse treatment program must work in conjunction with state and local authorities and organizations involved in substance abuse treatment to assist in the placement of program participants into community substance abuse treatment facilities upon release.

The applicant agency will be required to provide the certification from the chief executive officer of the state.

Treatment After Release Program minimum requirements:

- Provide treatment to offenders for a period not to exceed 1 year after release. Federal requirement is no more than 10 percent of the total award may be used for treatment of those released from a state facility.

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III. Eligibility

State agencies, units of local governments, and units of tribal governments.

IV. Late Applications

1. New project applications that are received past the due date will not be considered during the current cycle.
2. The first late submittal for continuation project applications will require appearance before the Board of Crime Control to request consideration. The second late submittal requires the application be returned and not considered during the current cycle.

V. Match

A 25% cash or in-kind match is required for all projects.

Contact Glenda Grover (444-2085) or Don Merritt (444-2076) if you need assistance in determining your match requirement. Additional assistance may be found under MBCC Subgrant Application Guidelines – Match Local Match

VI. Funding Period

Projects must begin on July 1, 2006 and conclude on June 30, 2007.

VII. Limitations and Fund Use

Review this list carefully. If you have questions, call prior to submitting your proposal.

1. Purchase of equipment must be integral and necessary for the project.
2. Construction, in general, is prohibited.
3. Land acquisition is prohibited.
4. Supplanting is prohibited.
5. Consultant costs are limited to \$450 per 8-hour day without additional approval.
6. Calculating and reimbursement for mileage, per diem, and lodging cannot exceed state rates. Call for instructions regarding out-of-state travel.
7. Indirect costs are not allowable.
8. Pre-agreement costs are not allowable.

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9. Rental costs are limited to the fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.
10. General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget.
11. Funds may not be expended or obligated prior to July 1, 2006.
12. Purchase or lease of vehicles is not permitted. Mileage will be allowed at the current approved state rate.
13. If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. (*Note: Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.*)

VIII. Application Requirements

All successful applicants for grant award funds from MBCC must agree to the following:

1. Submit Quarterly narrative, data, and financial reports **in the prescribed format according to the MBCC time frames.**
2. Applicants must include in quarterly reports required **performance measures** as listed below in Section - IX. Special Requirements.

IX. Special Requirements

See Section I. Through VIII.

Performance measures by program objectives:

Program Objective 1: Enhance the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates.

Amount of services:

- Number of days of residential treatment provided.
- Number of days of aftercare provided.
- Previously funded RSAT beds continued during grant cycle.
- New treatment beds added with RSAT grant funds during this grant cycle
- Treatment beds funding through other sources, but enhanced with RSAT-funded services
- Average length of stay in the residential program in days, for those completing the program

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Offenders entering residential treatment:

- Total number of offenders entering an RSAT-funded treatment program.

Program costs: (BJA will provide separate guidance to grantees about which costs to include in the calculation)

- Average cost per day for residential program.

Program Objective 2: Prepare offenders for reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs.

Recidivism and drug use:

- Of the offenders who completed the program, the number who have remained drug free during the residential program
- Of the offenders who completed the program, the number who have remained drug free during the aftercare program
- Of the offenders who completed the program, the number who have remained arrest free during the aftercare program
- Of the offenders who completed the program, the number who have remained arrest free for 1 yr. Following release from aftercare (For this indicator, use data from the most recent available year)

Residential treatment success:

- Total number of offenders successfully completing the residential program.
- Total number of offenders who dropped out of the residential program.
- Total number of offenders who were terminated from the residential program.

Program Objective 3: Assist both the offenders and their communities through the reentry process through the delivery of both community-based treatment and other broad-based aftercare services.

Offenders entering aftercare programs:

- Total number of offenders entering an RSAT-funded aftercare program.
- Average length of stay in the aftercare program in days, for those completing the program

Aftercare success:

- Total number of offenders successfully completing the aftercare program.
- Total number of offenders who dropped out of the aftercare.
- Total number of offenders who were terminated from the aftercare program.

Program costs (BJA will provide separate guidance to grantees about which costs to include in the calculation.):

- Average cost per day for the aftercare program.

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X. Selection Process

The staff of the MBCC will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program managers will summarize the grant and technical information.

The Prevention/Treatment Committee of the Board will review all proposals. A summary of their recommendations will be presented to the full Board for final action.

XI. Uniform Crime Reporting

If the grant is for a law enforcement agency, the law enforcement agency must be reporting Uniform Crime Data to the Board of Crime Control. The crime data must be compliant with the Montana Incident Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, they may submit a Memorandum of Understanding (MOU) and the Board will decide if the MOU would justify a waiver until the agency becomes compliant. Contact staff if you are unsure of your status. For more information please contact Scott Furois at (406) 444-4298, or email address sfuriors@mt.gov.

Agencies needing crime data to complete their applications can locate that information at www.mbcc.state.mt.us.

XII. Awards & Appeals

Immediately following the review of the applications by the Prevention/Treatment Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Board. In the case where the Prevention/Treatment Committee recommends a grant application for denial, the applicant may, if there are substantive reasons, appeal the recommendation to the full Board. Notice of appeal must be made in writing to the Executive Director of the Board of Crime Control at least 10 days prior to the Board meeting and a representative must appear before the Board at the next meeting.

Board actions are passed on to the successful applicants immediately following the Board meeting.

XIII. Application Procedures

Requesting an Application. Call the main office of the MBCC at (406) 444-3604 and request an Application Kit. Indicate the RFP number. You will be sent an application and guidelines. You must comply with all instructions. Also you can access us on the Internet at www.bccdoj.doj.state.mt.us and our e-mail address is mbcc@state.mt.us

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Who to Call for Assistance: If you need assistance in the preparation of the application, or if you have financial questions, please contact the following staff.

<u>Fiscal</u>	<u>Phone</u>	<u>Program</u>	<u>Phone</u>
Glenda Grover	444-2085	Patti Jacques	444-2056
Don Merritt	444-2076		

Copying Requirement. Mail the original copy of the complete application and 7 copies of the entire application before **the deadline of October 3, 2005**.

Faxing. Faxed applications will not be accepted.

Application Check List: Please refer to this checklist before mailing your application.

- ☐ Face Sheet
- ☐ Executive Summary
- ☐ Project Budget
- ☐ Budget Narrative
- ☐ Project Narrative
- ☐ Special Assurances and Conditions
- ☐ Signature Page

RETURN APPLICATIONS TO:

Montana Board of Crime Control
Post Office Box 201408
Helena MT 59620-1408

Deadline(s). Applications for **#06-02 (R) Residential Substance Abuse Treatment for State Prisoners (RSAT) Program** must be mailed to MBCC no later than **October 3, 2005 at 5 p.m.**

Interested applicants are strongly advised to adhere closely to all deadlines and requirements. The inability to abide by deadlines is considered to be a significant reason to recommend denial of the application.

Receipt Verification. All applicants will be informed in writing that their application has been received and will be assigned a grant number and contact person from MBCC.

Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408 Helena, MT 59620-1408. Phone (406) 444-3604, TTY (406) 444-7099 or FAX (406) 444-4722.